

Position Description – Non-Executive Director

Appointed Director (non-member)

Duties of Directors	
Role	Non-Executive Director
Reports to	President
Location	Australia
Company Overview	Founded in 1996, Sports Dietitians Australia (SDA) is the leading governing body for sports dietitians in the country. We provide advocacy and credentialing for dietitians specialising in sports nutrition—recognised both nationally and internationally. With around 650 members, our members empower the performance and health of all through sports nutrition practices from elite athletes, sports clubs and codes and active individuals right across Australia and New Zealand. Our annual turnover is approximately \$700,000, primarily supported by membership, education offerings, and selected sponsorships.
Current Board	Please see Appendix 1 for the current Board members and their bio information.
President	Sally Walker, Advanced Sports Dietitian
Vice President	Position Open for Re-election December 2024
Company Secretary	Alex Marzella (Appointed Director)

The role of the Board

- To make decisions about the direction of the organisation through developing a targeted and relevant strategic plan with annual reviews and reassessments based on the current direction and environment.
- Develop and advocate the vision, mission, values and objectives of SDA, and ensure they are supported by strategic and operational plans to achieve the projected outcomes.
- Assist the EO to carry out the strategic imperatives of SDA. This includes sharing expertise pertaining to the Board member's area of specialisation.
- Develop policies and controls that ensure the responsible operation of SDA and compliance with statutory and fiduciary obligations.
- Ensure SDA has adequate financial resources and infrastructure to carry out its operations, and that these are managed effectively and efficiently.
- Continually monitor the performance of SDA to ensure stakeholder value through the achievement of objectives.
- Evaluate the performance of the Board itself, its Committees and that of the EO.
- Ensure SDA is sustainable and self-sufficient through succession planning.

The role & responsibilities of directors

- The role requires attending approximately 8 Board meetings (online) and participating in an annual 2-day strategy meeting (in person, may require travel), and serving on at least one Board committee or project each year.
- Each Board member has an expectation to participate and ask questions based on the information provided to them with curious, critical consideration with a good understanding of the business.
- Each board member has rights:
 - The right to information – asking for more information
 - The right to be heard – your opinion matters in meetings or ahead of meetings
 - The right to delegation – owning delegation of power if noted in minutes
 - The right to be advised – seeking help if required
- Each director will hold a different lens, skillset, experience and risk appetite for each direction being considered. All consider the same information to make a fair and justified decision with the best interest of the organisation in mind and on behalf of others.
- Act in the best interest of the members when making decisions.
- The role may require attendance in monthly conference calls for management/financial reporting and general compliance issues.
- Be informed about and committed to SDA's vision, strategic goals, policies and programs.
- Review the agenda and supporting materials prior to Board and Project meetings.
- Monitor SDA's budget and financial performance to ensure solvency, financial strength and good performance.
- Offer to take on special assignments or be part of sub committees of the Board or a particular project.
- Meet with or be available to the EO out of session if required.
- Ensure all approaches made on behalf of SDA, either in business and/or social settings, are within agreed strategies and follow agreed policies and procedures.
- Identify potential Board or project members and assist with recruitment if required.
- Participate in self-evaluation and strength matrix on an annual basis with the President of the Board and EO.
- Directors must disclose any matters relating to SDA in which they have a material personal interest or potential conflict of interest.
- At all times Directors must act honestly, in good faith, and to the best of their ability in the interests of SDA and as a member of the Board (fiduciary responsibility).

Competencies & skills (role related)

- **Expertise from any of the following domains:**
 - IT and Technology (including AI)
 - Legal (Employment or Trademark preferred)
 - Partnerships & Business Development
 - Marketing & Commerce

- **Strategic expertise** – the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the Board.
- **Business acumen including accounting and finance literacy** – the ability to read and comprehend the company's accounts, financial material presented to the Board, financial reporting requirements and some understanding of corporate finance (desirable);
- **Knowledge of a director's responsibilities** – relevant Director training with the AICD, Governance Institute of Australia or other appropriate institute.

Competencies (personal attributes)

- **Integrity** – fulfilling a director's duties and responsibilities, acting ethically, appropriate independence, putting the organisation's interests before personal interests;
- **Collaborative yet curious and courageous** – a director must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussions with management and fellow board members where required;
- **Emotional intelligence** – as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate in a cogent and candid viewpoint;
- **Commercial judgement and instinct** – a director needs to demonstrate good business instinct and acumen, and be able to assimilate and synthesise complex information;
- **Active contribution** - a director needs to be a motivated and active contributor with genuine interest in the company and its business.
- **Invested in the growth of SDA.**

Primary Expectations

- Number of Board and project meetings attended (>90% attendance & timely accessing of Board papers prior to meetings)
- Ongoing and consistent level of contribution at Board and project meetings
- Bringing opportunities/'leads' to SDA
- Support the delivery of agreed projects arising from Board Planning meeting
- Representing and adhering to SDA values at all times.

Remuneration and benefits

- The role is voluntary however travel and related expenses are covered by SDA, ie Board members will be reimbursed for expenses incurred as a result of executing Board-specific activities. For SDA member Board members where conference attendance would ordinarily form part of their professional development, the biennial conference registration is covered by SDA. For appointed Board members who would not ordinarily attend an SDA professional development event, flights and accommodation will be covered in addition to the event attendance.
- Access to professional development as determined from time to time.

Current Board		
Board Member	Qualifications	Current Roles
Sally Walker (President)	Bachelor of Science (Exercise Science & Nutrition) MSc (Nutrition/Dietetics and Exercise Rehabilitation) AdvSD, APD Grad Cert (Clinical Trials Research)	<ul style="list-style-type: none"> Advanced Sports Dietitian, Private Practice National Operations Manager – Archery Australia
Dr Dom Condo	Bachelor of Science; Masters in Nutrition & Dietetics; PhD; AdvSD, APD	<ul style="list-style-type: none"> Senior Lecturer, Deakin University; Deputy Course Director, Deakin University Sports Dietitian - Richmond Football Club (AFL), Melbourne Boomers (WNBL) Dr Dom Consulting
Alex Marzella (Appointed – Finance, Company Secretary)	MBA, Bachelor of Engineering (Civil), Certified Practising Project Director (CPPD)	<ul style="list-style-type: none"> Cofounder & Director IDEE Group Previously: <ul style="list-style-type: none"> GM-Portfolio Head – Telstra Head of Project Management - Coles Business Portfolio Manager/Project Director Wealth Management – AXA Asia Pacific
Sally Anderson	Bachelor of Applied Science (Exercise Physiology - Hons), Master of Nutrition & Dietetics (Hons) AdvSD, APD	<ul style="list-style-type: none"> Diving Australia Tennis Australia QAS Private Practice Dietitian
Kerry Leech	Bachelor of Science, Graduate Diploma of Dietetics, IOC Diploma of Sports Nutrition. Fellow of SDA, APD	<ul style="list-style-type: none"> Private Practice – Eat Smart Nutrition Sports Nutrition Manager – Netball Australia Sports Dietitian – Queensland Bulls Performance Health Advisory Board - QAS
Cally Scivetti	B.Com/Marketing GAICD	<ul style="list-style-type: none"> Google: Head of YouTube & Video Solutions AUNZ 10x10 Philanthropy – Non Executive Director
Dr Emily Meehan	BA Human Movement; Masters of Nutrition & Dietetics; PhD Nutrition & High Performance Sport AdvSD, APD	<ul style="list-style-type: none"> Sports Dietitian, Victorian Institute of Sport (VIS)
Rosalie Orr	Bachelor of Health Science (Nutrition Sciences), Master of Dietetics AccSD, APD	<ul style="list-style-type: none"> Managing Director & Sports Dietitian, The Athlete Performance Group

Purpose: Empowering you to take performance to the next level

Vision: To be the leaders in health & performance through sports nutrition

Mission: To enhance performance and health of all by supporting, educating and advocating the role of sports dietitians